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20 August 1975

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TO WHOM IT MAY CONCERN:

The purpose of this memorandum is to amplify certain comments in my speed letter to C/OSB/Personnel, dated 13 February 1975, and to state certain observations and comments regarding Headquarters Notice [redacted] dated 20 May 1974, and Headquarters Notice [redacted] dated 4 November 1974.

In my speed letter dated 13 February 1975, I omitted those dates when I had scheduled leave that was interrupted by the duties that I was assigned to perform primarily because no written record exists of the dates that I had planned to be on annual leave. In retrospect, I can recall that on one occasion, circa 9 to 27 August 1974, I prepared a standard Form 71 for eighty hours leave but because of work requirements cut this two week vacation to a three day span. Either prior to departure or upon return from this leave, I prepared a new Form 71 in the amount of leave actually taken and destroyed the original request for the full eighty hours as has been my practice throughout my career with the Agency. A second instance I cannot recall as vividly, nor do I recall if a Form 71 was prepared or prepared and destroyed, but during the month of July 1974 I did apply for one week of annual leave but did not take it because of the workload that faced me. The traditional Christmas leave was also omitted from my plans, again because of the demands placed on the particular position that I occupy.

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With respect to the Headquarters Notices that apply to restoration of annual leave, I would like to note for the record that [redacted] was seen by me for the first time sometime in January 1975 after I read in the Washington Post that a Public Law had been passed that permitted restoration of annual leave in certain cases. In the case of [redacted] dated 4 November 1974, I can say with certainty that by the time this notice filtered into my particular office I would have finished eating Christmas turkey and would certainly not have been able to meet the 24 November 1974 deadline date for filing for annual leave that had accrued during the 1974 leave year.

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In summary, I do not have any hard evidence in writing of any leave scheduled during leave year 1974 but I do invite anyone concerned to check with Chief, OLS/VOB, who will verify that I did request annual leave and who is aware of the demands that were made of my position and with the OLS/VOB secretary who will acknowledge that only Form 71's that reflect actual leave taken were submitted during leave year 1974. Additional proof of the workload that I encountered during this period can easily be verified by overtime payments that were made to me during the latter part of 1974 and early 1975 and also raise the question: Can an employee who works overtime apply, in good conscience, for the annual leave he accrues during the period when an office is understaff?

Respectfully,



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Attachment:

Speed letter, dated 13 February 1975